

Bill de Blasio  
Mayor, City of New York

Laura Rog  
Acting NYC Chief Service Officer

## 2021-2022 NYC Service Fellowship Program

### Online Application Instructions

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The NYC Service Fellowship Program has an online application. Please read the following instructions carefully **before** beginning the application.

**Application Due: Friday, June 4, 2021 at 5:00 PM EDT.**

- 1) Click [here](#) and enter your email address.
- 2) You will receive a link via email that will take you to the Online Application System.
- 3) Please complete the personal applicant information and attach the following documents:
  - ✓ **Transcript:** Attach an unofficial transcript for all colleges attended, reflecting the most recent semester's work. If offered the Fellowship, an official transcript and proof of graduation will be required.
  - ✓ **Resume:** Attach a **one-page** resume. Please be sure that this resume accurately reflects your recent work experience (paid and unpaid) and any school or community/volunteer activities. Include the names of all organizations, the title of your positions and the dates of participation.
  - ✓ **One Essay** – Attach a personal statement. The essay must have your name on each page. **If you exceed the specified word limit, your application will NOT be reviewed.**

***Personal Statement:***

In an essay, **not to exceed 750 words**, please describe your reasons for applying to the NYC Service Fellowship Program. We are interested in finding out what you can contribute and gain from this professional work experience. The objective of this essay is to provide us with a better understanding of you and your interest in public service, as well as how you will relate to the NYC Service community. You may want to draw upon past experiences in leadership, community service, team efforts, etc. that have significantly impacted your career goals. **Do NOT recount your resume.**

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- ✓ **Work Sample** - Candidates invited to participate in the panel interview round will be required to submit **one** sample of previous work that demonstrates their professional skills and/or past work experience. Work samples may include, but are not limited to: project plans, academic papers, social media toolkits, fact sheets, reports, and PowerPoint presentations.
- 4) Please note that you can close out the application at any time. You can resume working on the application by clicking on the link you received via email. However, once you click “submit” you will no longer have access to your application.
- 5) **Please note that incomplete applications will NOT be reviewed by NYC Service.**  
The online application promptly closes at **5:00 PM EDT on Friday, June 4, 2021,** and NO applications (or parts of an application) will be accepted after the deadline.

#### **Important Information on Your References:**

- On the application, you will be asked to submit the names and email addresses of two references. Please double check the email address for each reference to ensure they are accurate. Your references must receive the email instructions in order to submit your letter. Remind them to check their spam/junk email in addition to their regular inbox.
- At least one reference must be a current or former supervisor. **Please DO NOT request recommendation letters from two professors.**
- The reference should be able to assess your personal initiative, motivation, and suitability for a fellowship in the public sector.
- When you fill out the page of the application that asks for the contact information for your references and click “next”, the system will automatically contact your references with instructions for submitting their reference letter.
- Once you submit that information, you CANNOT go back and make changes.
- You will receive confirmation emails from NYC Service when each of your references submits their letters.
- When both letters have been received AND your application was submitted, you will receive a FINAL confirmation that your application is complete and ready to be reviewed.
- It is your responsibility to follow up with references and ensure they submit your reference letters through our online system by the deadline, **Friday, June 4, 2021, at 5:00 PM EDT.**
- Please note that reference letters emailed/mailed after the application deadline will NOT be accepted.

**NOTE: If you DO NOT receive a FINAL confirmation email from NYC Service stating that your application is complete, it means we did not receive both letters of recommendation and/or your application was not submitted.**